



# Known Consignor Declaration of Compliance

Civil Aviation Department (CAD)

The Government of the Hong Kong Special Administrative Region

I, for and on behalf of

\_\_\_\_\_ (company name of consignor)  
 \_\_\_\_\_ (number of business registration document issued by the government of the country with which the consignor company is registered)  
 \_\_\_\_\_ (unique known consignor's identification code(s) allocated by Civil Aviation Department)\*  
 N/A

\* To be completed when the consignor has already been allocated a unique identification code by Civil Aviation Department (CAD). Please fill in "N/A" if not applicable.

(hereafter referred to as "the company") hereby declare to %:- (% Either Part I or Part II is to be completed.)

**Part I**  
 TRANS-AM AIR FREIGHT (HK) LTD (company name of the regulated agent who receives cargo consignment from my company)  
 RA02343 (RA code of the above regulated agent)

**Part II**  
~~Civil Aviation Department (CAD) of the Hong Kong Special Administrative Region for the purpose of applying for / renewing a unique identification code of known consignor after completion of independent validation on \_\_\_\_\_ (date in dd/mm/yyyy)~~  
 # Please delete as appropriate

that:-

- (a) Consignments of air cargo are prepared in secure premises by reliable staff members.
- (b) Consignments of air cargo are protected against tampering during shipment preparation, storage and transportation for which the company is responsible.
- (c) I accept that the packaging and the contents of any consignment of air cargo may be examined for security reasons.
- (d) Consignments of air cargo do not contain any explosive or incendiary device.
- (e) I accept unannounced or announced inspections by CAD or its agents and agree to provide any documents directly or through an independent validator to CAD for the purpose of monitoring the compliance with security requirements stipulated in the Requirement Document for Consignor, the Handling Procedures for Regulated Agent Regime and any other directions given from time to time by CAD.
- (f) I will ensure the continual compliance with the security requirements stipulated in the Requirement Document for Consignor and the requirements are communicated to all staff members with access to consignment of air cargo and/or related shipping documents.
- (g) I will provide the regulated agent who recognizes my status of known consignor with the relevant details as soon as reasonably possible if:
  - (i) the person responsible for application and supervision of the implementation of cargo security has changed;
  - (ii) changes to premises or procedures are likely to significantly impact on security;
  - (iii) the company ceases trading and no longer handles air cargo; or
  - (iv) the company no longer implements the required security controls stipulated in the Requirement Document for Consignor.
- ~~(h) I understand that the applicable requirements for known consignor as set out in the Requirement Document for Consignor will take effect from the date when the Independent Validation for Known Consignor is effective and, without successful validation, my status of known consignor will become invalid from that date.~~

I understand that making false declaration knowingly may be liable to prosecution and I accept responsibility for this declaration.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position in Company: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ Company Chop: \_\_\_\_\_

Note 1 This Declaration shall be renewed every 3 years.  
 2 This Declaration shall be signed by the person responsible for application and supervision of the implementation of cargo security.  
 3 Texts struck out in this Declaration will be reinstated when the Independent Validation for Known Consignor is effective.

## A 部 — 第 4 節

### 成爲已知托運人的規定

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已知托運人必須符合以下各方面的保安規定。

#### 貨物保安的主管人

- (1) 已知托運人必須委派一名人員，作爲負責實施及監管貨物保安措施的主管人，並監察本文件 A 部所列規定的遵從情況。

#### 招聘

- (1) 必須以文件證明的方式，如核對護照、身分證或出生登記記錄等，來確定應徵者的身分。
- (2) 聘用應徵者前亦須查核其學歷和就業記錄。
- (3) 在招聘過程中，已知托運人應謹慎確保聘用的人員是可靠及不會構成潛在威脅。

#### 處所

- (1) 必須在準備、包裝及／或儲存屬空運貨物的物品、產品、貨品或托運貨物的區域施加通行管制，以確保未經許可的人不會接觸到這些貨物。

#### 托運貨物完整無損

- (1) 托運的空運貨物不得藏有任何爆炸品或燃燒裝置。
- (2) 托運人必須確保，在準備、儲存和運送托運的空運貨物期間，這些貨物均獲妥善保護，不受干擾。
- (3) 可能的話，托運的空運貨物的包裝應可防拆換。

#### 文件

- (1) 已知托運人以自身名義始發托運的空運貨物時，必須提供相關的副空運提單／貨物托運書及(如有的話)裝箱單／發貨單。此等裝運單據必須至少載有下述資料。
  - (a) 托運貨物內的性質／物品；
  - (b) 托運貨物的數量(包括重量、件數及尺寸大小／體積)；以及
  - (c) 由伙伴管制代理人編配的已知托運人編號。

#### 運送

- (1) 已知托運人必須確保托運的空運貨物在運送途中，均獲妥善保護，不受未經准許的擅自干擾。可能的話，托運的空運貨物應可防拆換。

#### 巡查

- (1) 托運人獲認可爲已知托運人後，民航處人員或其代理人可能對托運人公司的處所作突擊巡查或在預先通知後巡查。